



Nancy Foster Glasmeier Research and Writing Award
2010/2011

The Department of Environmental Studies and Planning (ENSP) at Sonoma State University is pleased to announce this year’s Glasmeier Research and Writing Award for outstanding undergraduates engaged in projects addressing environmentally-related issues. This award is made possible due to the generous support of Dr. Amy Glasmeier, head of the Department of Urban Studies and Planning at MIT and former ENSP student. A total of two \$500 awards will be offered this year. All ENSP majors are eligible to apply for this award. The funds must be used for project-related expenses.

Please note: You must obtain a signature from your faculty sponsor(s) on this cover page prior to submitting this application. See form below.

Applications can also be downloaded from http://www.sonoma.edu/ensp/glasmeier_application

APPLICATION DEADLINE: November 15th, 12:00 pm, Rachel Carson 18

Name:	Student ID#
Address:	Graduation Date:
	Phone:
Email:	
Study Plan:	Faculty Sponsor:
Title of Project:	
Amount Requested:	
Are you applying to other sources? If so, please list them:	
Signature of Faculty Sponsor:	

I have read and understand the following guidelines.

Student signature _____

Proposal Content and Format

1. **Application cover sheet.** Complete the cover sheet. **Proposals without a faculty sponsor and faculty signature will not be considered.**
2. **Narrative:** Your narrative should cover the following three areas and may **not exceed two single- or double-spaced pages** and should use 1" margins, 12-pt font. Literature citations may be added at the end of your proposal and do not count toward the page limit.
 - a. Objectives: Describe the purpose of your project (including hypotheses, thesis, question, etc.) and your specific anticipated outcomes of the project if you are funded.
 - b. Significance: Describe clearly (1) the significance within the field (i.e. environmental science, planning, etc.) of the proposed research, scholarly endeavor, or creative activity; and (2) the significance of the project for your own professional and/or academic development.
 - c. Plan of Work: Describe in detail the activities you propose to undertake to reach your objectives. Include the steps you will take and in what order they will occur to accomplish your project goals. Describe how you will obtain needed materials, equipment, or facilities, if significant.
3. **Timetable:** Include a timetable for your proposed work.
4. **Budget:** A DETAILED project budget must be included. For each budget item, include an explanation to justify your budget requests. Budget allowances are as follows: 10 cents per copy for duplicating charges, 55 cents a mile for travel, \$50 a day for meals (for travel exceeding 24 hours), and a reasonable amount per day for lodging. Other expenses might include a student stipend (@\$11/hr), travel expenses to a professional meeting to present your work, and any materials and/or supplies required to complete the proposed project.

Note: This is your justification and main argument for funding. You must show that this project has academic merit within your field or discipline. Your rationale must be written in lay person's terms with all technical terms clarified.

5. Include supporting documentation as it applies to your proposal:
 - a. Examples of research 'tools' (questionnaires, surveys, interview questions, methods, etc.)
 - b. Equipment – (price quote, explanation of equipment and what it is used for. Demonstrate that such equipment is integral to the research, too inaccessible to borrow and would enhance student academic pursuits beyond your project)
 - c. Proof of conference acceptance or confirmation of submission of a proposal.
 - d. Letters of support from collaborating agencies or organizations.
6. All applications must have a signature of the faculty sponsor endorsing the merit and feasibility of the proposal.
7. Submit application to the Environmental Studies and Planning office (Rachel Carson 18) by 12:00 p.m. on November 15th, 2010.

8. Award winners must be enrolled on a full-time basis and enroll in a course directly related to their research (ENSP 490, ENSP 495) in spring semester 2011. Successful applicants will be notified during fall semester and before registration for spring begins.
9. Research must be completed by the end of the Spring 2011 semester unless otherwise stated and justified. Students will be expected to submit a 1-2 page report on their project and to submit any deliverables produced (i.e. papers, posters, PowerPoint talks, etc.) by the end of semester. Students are also asked to attend a luncheon or other event (i.e. Environmental Forum) in the spring or following fall to honor the work of Glasmeier Fellows.

Please direct any questions about this proposal to Caroline Christian, Rachel Carson 6, 664-3144 or email chriscar@sonoma.edu.